

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DDS/OTG/ <input type="checkbox"/> STAT	
1. TITLE OF REPORT (If a fill-in report include Form No.) Speaker Evaluation Cards						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL <input checked="" type="checkbox"/> TRAINING LOGISTICS <input type="checkbox"/> SECURITY MEDICAL <input type="checkbox"/> FINANCE		ADMIN. GENERAL OTHER (specify)			
4. NO. OF COPIES PREPARED 2		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly		6. DISTRIBUTION (No. of components not number of copies) DDTR and <input type="checkbox"/> STAT			
7. FORMAT (memorandum, form computer print-out, etc) 5x8 card		8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT DDTR Memo dated 6 May 1969			
10. PREPARING COMPONENT (include lowest level contributing information to report) OTG				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) None			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-14	\$11.00	86*	=	\$5.50	1	=	\$946.00
				*Half hour per card; 172 cards			
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR						\$946.00	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Established by DDTR Memo dated 6 May 1969 (reference DTR's Staff Meeting, 1 May 1969). First set of cards submitted 27 June 1970. Purpose: An evaluation of presentation of each guest speaker.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						ESTIMATED SAVINGS MAN-HOURS 0 DOLLARS 0	
16. DATE OF INVENTORY 28 September 1970		17. NAME AND TITLE OF PERSON SUBMITTING INFORMATION				18. EXTENSION STAT	